

Agenda Item Form

Agenda Date: 10/19/04

Districts Affected: All

Dept. Head/Contact Information: Human Resources, Terry Bond (915) 541-4509

Type of Agenda Item:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☐ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Martinez ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Additional updating of the job specifications was requested by the Police Chief. The basic purpose of the changes made was to clarify the minimum education and experience qualifications for these job classes. Precise definition of the requirements was sought by the City administration and the El Paso Municipal Police Officers' Association.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary & Benefits

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Police Deputy Chief** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **7566**. The Grade shall be **P 7**.

PASSED AND APPROVED this 19th day of October, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Maria Guadalupe Martinez
Assistant City Attorney

APPROVED AS TO CONTENT:

Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: October 14, 2004

By: _____
Secretary



Human Resources Department

5B-D

MEMORANDUM

May 20, 2004

To: Civil Service Commission
Thru: Terry A. Bond, Human Resources Director
From: Classification and Compensation Manager
Re: Revised Job Classes

Human Resources recommends Commission approval of the job classification items listed below. (See attached proposed and strike-through versions of the revised job specifications.)

Official:	Police Commander	7563	P6
Proposed	Same	Same	Same
Official:	Police Deputy Chief	7566	P7
Proposed	Same	Same	Same
Official:	Police Assistant Chief	7567	P8
Proposed	Same	Same	Same

Additional updating of the subject job specifications was requested by the Police Chief. The basic purpose of the changes made was to clarify the minimum education and experience qualifications for these job classes. Precise definition of the requirements was sought by the City administration and the El Paso Municipal Police Officers' Association. Other minor edits were made to improve conciseness.

The attached proposed job specifications, which summarize the primary duties, responsibilities, minimum qualifications and other requirements of the job classes, were revised using the City's style and format conventions. No changes in the nature, scope and level of the typical responsibilities and duties, or the essential knowledge, abilities, skills and other job characteristics resulted from the revisions. Therefore, no changes in the current ranks are being proposed.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the Mayor to direct the Human Resources Director to place the position in its proper class and grade.

"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."

Attachments

Public Safety Branch
Police Group
Police Administration Series

POLICE DEPUTY CHIEF

106/04 (JAS)

General Purpose:

Under general direction, as an executive command team member, manage coordination of functions of a designated segment of police department line operations or staff services.

Typical Duties:

Perform highly responsible general oversight duties regarding development, coordination and evaluation of an assigned region of the City comprised of multiple command centers, or a police bureau such as major crimes or support services customarily through subordinate Police Commanders or civilian division managers. Involves: participate in formulating strategies and policies to meet long and short term community police services needs by interpreting emerging law enforcement concepts and impact of new and changing legal requirements on operations or administrative functions. Review and consolidate subordinates' needs assessments and feasibility studies, recommend acquiring new technology and implementing improved methods, and direct introduction of approved specialized or general police services or equipment and their integration with those of other segments of the department and other agencies. Establish ongoing and nonrecurring region or bureau performance objectives, priorities and standards. Determine significance of local crime trends and criticality of related operational or administrative problems when reviewing major tactical plans proposed to solve them. Devise nonstandard approaches and propose deviations from department policy to deal with unprecedented circumstances, collaborate with the City Attorney on legality of adapting practices, and implement approved innovations. Participate in researching police policies and strategies, reviewing and recommending improvement alternatives, and implementing approved additions and changes, which includes directing, in conjunction with other executive command staff, organization realignments, program or project modifications and resources redeployment, progress monitoring, and effectiveness and efficiency evaluations. Direct control activities as assigned in the absence of superior officers at disasters, riots, special events and other situations requiring the presence of police officers. Confer with the public to advise them of City code and other laws as required, and represent the department as assigned before civic organizations. Act as a key department liaison to other departments, and other domestic and foreign law enforcement agencies to cooperate in apprehending and detaining wanted persons and criminals, recovering stolen property, and other matters of mutual interest. Direct safe keeping of prisoners. Participate in and make recommendations regarding the formal police training programs.

Direct region or bureau administration. Involves: Conduct cost-benefit, statistical or other analyses such as of labor, equipment and supply needs, and review funding requests, proposed program improvements and suggested staffing to participate in annual budget and performance measures preparation. Record and review expenditures, and justify deviations from forecasts according to City and department financial policies and procedures to control receipt, allocation and expenditure of budgeted, grant or other funds. Oversee statement of work, technical specification and grant application preparation. Participate in contract negotiation and award. Administer services and other contracts according to City procurement policies and procedures. Implement department directives. Prepare and present comprehensive special and recurring reports, charts and recommendations on programs and projects with in-depth technical, statistical and cost estimates and results analyses for City officials, department executives, and other agencies. Set up and maintain required procedures manuals, employee files, and payroll, purchasing and other transaction records.

Supervise assigned supervisors, officers and civilian staff. Involves: Conduct roll calls and inspections, schedule and assign work. Coordinate shift changes. Issue written and oral instructions. Check work for exactness, neatness, and policy and procedures conformance. Guide subordinates to overcome difficulties encountered in performing duties which includes interpreting department policies and procedures. Appraise performance of immediate subordinates and review evaluation reports of lower level supervisors. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices, and collective bargaining agreement. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend commendation, discipline and status change. Interview applicants and recommend selection.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Carry out, as qualified, expert uniformed Police Officer or Police Detective functions that includes modifying standard practices, adapting precedents and establishing validity of approaches in order to deal with unique situations in a manner that conforms to legal requirements and department policies, or serve in such a position as back up when necessary. Maintain normal availability by radio or telephone for consultation on

open cases or emergency call out. Schedule and conduct meetings. Direct or personally maintain equipment, supplies and facilities in clear, orderly and safe condition which includes preventive servicing and making minor repairs. Participate in in-service training for own professional development. Serve on designated committees.

Knowledge, Abilities and Skills:

- Considerable knowledge of modern law enforcement and crime prevention principles and methods, including patrol and traffic safety, and accident and criminal investigation.
- Considerable knowledge of pertinent federal, state and local laws, City ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.
- Considerable knowledge of Police Department operational and administrative policies, procedures and organization, and limits of its authority.
- Considerable knowledge of City geography and locations of important buildings.
- Considerable knowledge of community policing, including public relations techniques and awareness of cultural differences.
- Considerable knowledge of supervisory techniques, office management practices and governmental budgeting, fiscal and personnel administration procedures.
- Ability to establish rapport and maintain effective working and community relationships with subordinates, peers, supervisors, officials, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Ability to communicate persuasively and effectively orally and in writing in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, testify in court in an objective and professional manner, follow and give work instructions, and conduct training.
- Ability to comprehend and analyze highly complex situations, problems and data, and use sound judgment to draw conclusions and make decisions in adopting quick, effective and reasonable courses of action that consider hazards and circumstances when applying modern police principles and methods.
- Ability to command the respect of police officers, plan, assign, direct, and inspect work of subordinate supervisors and other personnel, and enforce pertinent rules and agreement terms firmly and impartially.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skill in safe operation and care of a motor vehicle.
- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skill in rendering First Aid as first responder to accidents, crime scenes and other emergencies.

Other Job Characteristics

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

Minimum Qualifications:

Education and Experience: Equivalent to a combination of an accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or a related field, plus ten and one half (10 1/2) years experience as a commissioned police officer with the El Paso Police Department, including one and one half (1 1/2) years as a Lieutenant or above.

Licenses and Certificates:

- Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) in compliance with state statute by time of appointment.
- Texas Class "C" Driver's License or equivalent from another state by time of appointment.

Human Resources Director

Police Chief

Public Safety Branch
Police Group
Police Administration Series

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10/04 (JAS)

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